



***FIRE AND PUBLIC SAFETY ACADEMY TRAINING SYSTEM
October 2017 INSTRUCTOR BULLETIN***

***** IMPORTANT *****

When requesting courses in iGMS it is **vitaly important that you choose Open or Closed** on your course(s). If you choose **Open** it will be open to anyone who can log into Acadis, be sure to note maximum number of students. This will be published to the Acadis portal for anyone to register for the course. If you choose closed you have two options: **Option 1 Closed** – the course is closed only to a list of students and you will provide the roster. On the top line of the roster (if you do not put it in right away) put closed will provide roster later. We will not publish this to Acadis portal. **Option 2 Closed** – the course is closed only to your organization or combined organizations. In the roster you will list the organizations you want the course open to, this will only allow people associated within that/those organization(s) to register for the course. For example: Elkhart and South Bend are putting a course together it will be closed to all, but these 2 organizations. It will be posted to the portal but only those in the organizations will see a register button.

Student Self-Registration into courses is active as of September 5, 2017. This link will take you to the main Acadis login page:

<https://acadisportal.in.gov/acadisviewer/Login.aspx?ReturnUrl=%2fAcadisViewer%2f>

When you click on the link the page opens and the screen below is what you will see. On the right side of the screen under Resources, you can click on Trainings that are available. If you click on Training Catalog, you will see descriptions of the different courses. You do not have to have a portal account to look. To sign up for training, you must have a portal account before you are able to log in to enroll in a course. Once logged into your Acadis account, if you do not have a tab at the top that says, Training & Events and a tab that says Registration, you will need to email psidquestions@dhs.in.gov to have your access changed.

Instructors registering for Non-Traditional Fire Course

When you click on the link under Resources there is a link named Webforms. If you click this link it will take you to a list of different webforms. You will click on the one that says: **Course Request (Non-Traditional Fire)** once you click on this it brings up a form.

- Fill out all boxes
- If this class is going to be during specific times of the day, be sure to include that in the Course Description. Days of week, hours the class will be held (i.e. 1-3 PM, Mon, Wed & Fri).
- Once you have completed the form you will click submit and it will notify us in Certifications that we need to put the class in Acadis.

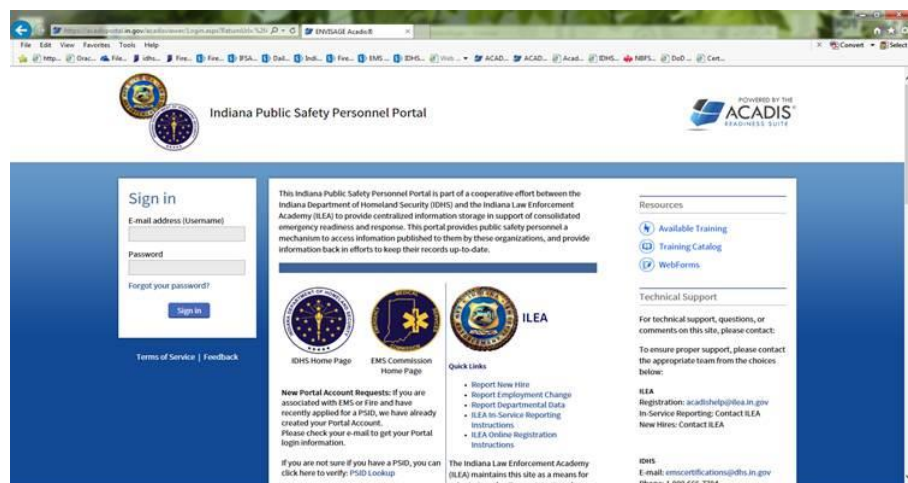
- Within 5 days of the training being completed, the Instructor will need to scan the report of training/lead evaluator report and rosters (which must include printed name and PSID numbers) to firecertifications@dhs.in.gov.
- Certification staff will then confirm the students attended the course and it will go on their Acadis training record.

Traditional Fire Courses – certifications are issued

Non-Traditional Fire Courses – all other courses; certificate of completion

Web form – online used for non-traditional course

We will be doing more Acadis Self-Registration training in October.



****ATTENTION ALL Acadis Accounts ****

Please don't instruct students to call the office to set up their personal Acadis accounts. All accounts are setup when their PSID number is issued by filing out the online form found here: <http://www.in.gov/dhs/3880.htm>. Once the request is processed the student will receive a "Welcome email." This email includes instructions on how to access their account. Once they've completed this step the student will get their PSID number and be able to make any necessary changes, take online training, print certifications, and renew certificates. Please call the office if your account is locked and the automatic reset your password does not work or you don't have access to your old email account.

****Fire Instructor Renewal****: <http://in.gov/dhs/3101.htm>

****EMS Primary Instructor Renewal**** <http://in.gov/dhs/3527.htm>

****Pre-Requisites for Certification Courses****

Prerequisites must be on the student's record **PRIOR** to listing them on the roster (i.e. student must have completed and passed a certification program, and that program must be posted to their record). All rosters for testing **MUST** include a PSID Number for each student.

Sequential On-line Testing *is the only exception*. The Proctor **MUST** watch the student submit their 1st test and verify they have passed with a 70% or better **BEFORE** issuing the 2nd Test ID. If a student takes the 2nd test and did not pass the 1st test the 2nd test will be voided.

**** Skills Completion Verification****

Skills must be completed *prior to the students taking the written exam*. Once skills testing has been completed, the Lead Evaluator shall access this <http://www.in.gov/dhs/3881.htm> and complete, and submit the Lead Evaluator Acknowledgement form. *All skills forms must be submitted within 7 days of the test*. If the skills verification is not received the student(s) certification will not be issued. If a student is not on the roster, **DO NOT** submit skills for them

****Publisher Resources****

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****Phoenix Society for Burn Survivors 2016 Annual Report****

[https://www.phoenix-society.org/uploads/docs/Financial Accountability Docs/Annual Report 2016 web 1.pdf](https://www.phoenix-society.org/uploads/docs/Financial_Accountability_Docs/Annual_Report_2016_web_1.pdf)

**** Fire and Public Safety Academy Training System Contact ****

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<u>Instructor I & II/III</u> <u>Leadership Courses</u> <u>Fire Officer</u> <u>Strategy/Tactics</u>	<u>Fire Officer I, II, III, & IV</u> <u>Inspector I/II</u> <u>Driver Operator Pumper</u> <u>Driver Operator Aerial</u> <u>Driver Operator Mobile</u> <u>Water Supply</u>	<u>Firefighter I/II</u> <u>Mandatory Firefighter</u> <u>Modular Firefighter</u> <u>Program</u> <u>Mobile Live Fire Trainer</u> <u>Mobile Training Props</u> <u>(V/M, Propane)</u> <u>Hazardous Materials</u> <u>(Awareness, Ops,</u> <u>Technician)</u> <u>Hazardous Materials</u> <u>Trainer</u>